

CITY OF MADISON

Department of Planning, Engineering and Building
Planning Division

HOME OCCUPATION PERMIT APPLICATION

Name of Applicant: _____

Telephone: _____

Address of Applicant: _____

Address of location where home occupation will be performed: _____

Do you own or rent the property where the home occupation will be performed? _____

Nature of home occupation: _____

How many rooms will be used for the home occupation? _____

Name of all employees / partners/ others involved in the home occupation: _____

Do all these individuals live on the premises? _____

Will any activity take place outdoors on the premises? _____

Will there be any signs on the premises? _____

Will your customers visit you at your home? _____

Will you hold any parties to sell merchandise, or conduct any yard or garage sales? _____

Does the home occupation require any special equipment that you must bring into your home? _____

If yes, describe: _____

Will you accept deliveries from commercial suppliers at home? _____

Will this business generate, use, store, or dispose of any hazardous or toxic substances?

Yes_____ No_____

I represent that the above statements are true and correct to the best of my belief, and agree to notify the City of Madison if any of the above represented circumstances change. I further agree to permit the City of Madison to conduct periodic inspections of the premises during normal business hours to ensure the accuracy of these representations. I agree to abide by the terms of the City's Home Occupation Ordinance. Article xiv of the Zoning Code, and acknowledge receipt of a copy of this Ordinance. I understand that violation of this Ordinance will result in non-renewal of my Home Occupation Permit and City Business License and may result in other penalties.

Signature of Applicant: _____ Date: _____

If there are any questions concerning this application please contact our office at the following:
772-5644 or 464-8427

For office use only

Approved / Denied

Signature of administrative officer:_____ **Date:**_____